

## **STATEMENT OF WORK**

### **TITLE, SERIES, GRADE**

**Executive Scheduler for the Office of the Administrator  
AD-0301-00/00**

### **ORGANIZATION**

**U.S. Environmental Protection Agency  
Office of the Administrator  
Washington, DC**

### **TITLE AND GRADE OF SUPERVISOR**

**Deputy Chief of Staff, AD-0301-00**

### **STATEMENT OF RESPONSIBILITIES**

Maintains calendar of appointments and conferences, and keeps informed of the Administrator's schedule of activities and commitments to remind him in advance of commitments made. Coordinates appropriate staff to attend meetings and conferences alongside the Administrator and regularly informs staff of the Administrator's detailed schedule.

Monitors telephone calls, attends meetings, or is briefed on meetings immediately after they take place in order to know what commitments were made and what developments occurred in matters of concern to the Administrator. On own initiative or as directed by the Chief of Staff, as necessary, informs staff and office heads of developments in such conversations and meetings and arranges with them for the implementation of commitments made by the Administrator or Chief of Staff.

Provides advice and support to the Director and Deputy Director of Scheduling and Advance in coordinating the strategic schedule of the Administrator with the Office of Public Affairs and the Office of Policy.

In conjunction with the Deputy Director of Scheduling and Advance, provides substantive briefing materials for the Administrator concerning Agency, political, and other issues. Incumbent keeps alert and informed on all pertinent proposals, policies, etc. and must anticipate which issues may be particularly controversial to ensure that the Administrator has the necessary background information prior to conferences/meetings.